

TOWN OF MOULTONBOROUGH
6 Holland Street
Moultonborough, NH 03254
Request for Proposal – Assessing Services

ADDENDUM #1 – August 22, 2013

- 1) **THERE IS NO CHANGE IN THE BID DUE DATE!**
- 2) **THERE IS NO CHANGE IN THE BID FORM.**
- 3) **ADDITIONAL REQUIREMENTS:**
 - a) Sales Review: When a visit is made for a sales review/analysis, a full measure and list shall be conducted.
 - b) Building Permit: When a visit is made for a building permit, a full measure and list of the entire premises shall be conducted if one has not been completed in the last two (2) years.
 - c) Photos: While at a property for an inspection, new photo(s) shall be taken of exterior changes to the property or if you think the old photo needs updating or is of poor quality.
 - d) Minimum Number of Qualified Sales: In the sales analysis, the number of qualified sales used must equal at least two percent (2%) of the total number parcels/structures in town. If there is not a sufficient number of qualified sales in a year, you should include sales from previous years and time trend so there is a sufficient number of sales to carry out your analysis.
- 4) **QUESTIONS:**
 - a) **Who has the responsibility to arrange transportation to the island properties?**

It is the contractor's responsibility to arrange their own transportation to and from the island properties as needed. There are approximately one hundred twenty-four properties on fifty islands on three water bodies (Squam Lake, Lees Pond & Lake Winnepesaukee).
 - b) **Who processes the abatements?**

Town staff handles abatements. Over the past five (5) years we have received the following number of requests:

2008	35
2009	39
2010	66
2011	28
2012	31

c) Hearings:

Over the past three years, we had the following number of hearings:

2010	259 total	78 phone
2011	80 total	36 phone
2012	85 total	46 phone

Over those three years, there have been approximately five appeals to either the Superior Court or BTLA and were settled. Your role is as presenter (BTLA) and expert witness (BTLA & Superior Court).

d) Do you really want the errors & omissions insurance? This is not a normal thing in our field?

We are waiving this requirement.

e) Do you really need the insurance for the full term of the contract?

An insurance certificate for each year of the contract must be submitted. It does not need to be submitted for the entire four years in advance.

f) May we carry out the measure & list prior to April 1?

Often, yes. Recently the initial inspections were completed in February and March. However, you need to account for our seasonal population. If interior entry is not made, a letter must be sent requesting taxpayers call the company for an appointment, scheduled around the week of July 4 when the vast majority of our seasonal residents are in Town.

g) What is the rate of interior inspections?

During the February/March inspections, the rate is below twenty percent. After interior inspection appointments are scheduled, the rate is approximately forty percent.

h) How many annual hearings do you have?

There were approximately 140 in 2010; there were less than 100 in 2011 and 2012.

i) What will be your access to Vision software?

We will provide you space and services while you are here doing your field work. Town Hall is not meant to be your primary office for data entry. We will allow you remote access from your office to the Vision software on our server.